

## Toyo Exchange Program Fact Sheet for 2019 ( Enrollment)

Eligibility																										
Eligibility	<ul style="list-style-type: none"> <li>▶ Students who are enrolled in our partner universities, ISEP or UMAP universities and were nominated from the home institution.</li> <li>▶ Students whose G.P.A. is 2.0/4.0 or higher 【Partner U/UMAP】, 3.0/4.0 or higher 【ISEP】.</li> <li>▶ Students who have mastered hiragana and katakana characters completely before arriving in Japan if they would like to take the Japanese language and culture program (NEST).</li> </ul>																									
Support System																										
If you need special support because of any sort of disability (learning or otherwise), please consult with us at the time of application.																										
Classes																										
Academic calendar (provisional)	<p>The academic year of Toyo University is divided into two semesters (spring semester and autumn semester) and four quarters (1<sup>st</sup> quarter – 4<sup>th</sup> quarter).</p> <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr> <th style="width: 15%;">Semester</th> <th colspan="2">Spring semester</th> <th colspan="2">Autumn semester</th> </tr> <tr> <th>Quarter</th> <th>1</th> <th>2</th> <th>3</th> <th>4</th> </tr> </thead> <tbody> <tr> <td>Term of classes</td> <td>Apr.8-Jun.7</td> <td>Jun.8-Aug.5</td> <td>Sep.20-Nov.19</td> <td>Nov.20-Jan.27</td> </tr> <tr> <td>Vacation period</td> <td colspan="2">Aug.6-Sept.19</td> <td colspan="2">Dec. 25-Jan.3, Jan.28-Mar.31</td> </tr> </tbody> </table> <p>Examinations will be held during the term of classes.</p>				Semester	Spring semester		Autumn semester		Quarter	1	2	3	4	Term of classes	Apr.8-Jun.7	Jun.8-Aug.5	Sep.20-Nov.19	Nov.20-Jan.27	Vacation period	Aug.6-Sept.19		Dec. 25-Jan.3, Jan.28-Mar.31			
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Credit system	<p>One credit is awarded for 45 hours of coursework including classes and self-learning. Of these 45 hours, classes account for 15 hours for lectures/seminars, 30 hours for foreign language courses, and 45 hours for experiments/exercises/practices.</p> <p>* 45 minutes is calculated as 1 hour, so a 90-minute class is calculated as 2 hours..</p> <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr> <th rowspan="2" style="width: 30%;">Class, course, etc.</th> <th rowspan="2" style="width: 10%;">Number of credits</th> <th rowspan="2" style="width: 15%;">Number of class sessions (per semester)</th> <th colspan="2">Learning hours</th> </tr> <tr> <th style="width: 15%;">Class hours</th> <th style="width: 15%;">Preparation and review</th> </tr> </thead> <tbody> <tr> <td>Lecture, seminar</td> <td>2</td> <td>15</td> <td>30 hours</td> <td>60 hours</td> </tr> <tr> <td>Foreign language</td> <td>1</td> <td>15</td> <td>30 hours</td> <td>15 hours</td> </tr> <tr> <td>Experiment/exercise /practice</td> <td>1</td> <td>15</td> <td>45 hours</td> <td>0 hour</td> </tr> </tbody> </table> <p>In general, academic courses are worth 2 credits and foreign language courses are worth 1 credit.</p>				Class, course, etc.	Number of credits	Number of class sessions (per semester)	Learning hours		Class hours	Preparation and review	Lecture, seminar	2	15	30 hours	60 hours	Foreign language	1	15	30 hours	15 hours	Experiment/exercise /practice	1	15	45 hours	0 hour
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Number of courses to be taken	To maintain visa status as a college student in Japan, exchange students are required to take at least 7 courses (10 hours of coursework) per week. There is no upper limit to the number of courses students can take.																									
Consultation for courses	Consultation regarding courses is conducted by academic advisors twice a year (April and September).																									
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	JLPT level: Below N2 J-CAT score: Below 250	-	○	-	○
*JLPT: Japanese Language Proficiency Test; J-CAT: Japanese Computerized Adaptive Test					
Courses	Outline				URL
General education courses (provisional)	General education courses which are offered to the exchange students by the Faculties of Letters, Economics, Business Administration, Law, Sociology, Regional Development Studies, Global and Regional Studies, and International Tourism Management. URL: <a href="http://www.toyo.ac.jp/site/english-ep/e-index.html">http://www.toyo.ac.jp/site/english-ep/e-index.html</a>				<a href="https://g-sys.toyo.ac.jp/syllabus/">https://g-sys.toyo.ac.jp/syllabus/</a>
Regular Japanese language /Japanese culture courses (provisional)	Japanese language and Japanese culture courses for regular international students Japanese I AA/I AB                      Japanese Affairs I A/ B (Nature/Environment/Life) Japanese I BA/I BB                      Japanese Affairs II A/II B (History/Culture) Japanese Language and Society A/B      Japanese Affairs III A/III B (Modern/Society) Japanese Language and Society A/B URL: <a href="http://www.toyo.ac.jp/site/english-ep/e-index.html">http://www.toyo.ac.jp/site/english-ep/e-index.html</a>				
NEST Program	NEST (Nihongo for Exchange students at Toyo) is a Japanese language and culture program designed for exchange students. - This program is divided into three to four levels from beginner to advanced. -Courses offered: Integrated Japanese (4 credits) Japanese Listening Comprehension (1credit) Japanese Reading and Composition (1 credit) Project Work (1 credit) Kanji Literacy (1credit) Japanese Culture and Society A/B (2 credits) * Select A or B for the culture subject      Introduction to Japanology A/B (2 credits) URL: <a href="http://www.toyo.ac.jp/site/english-ep/next.html">http://www.toyo.ac.jp/site/english-ep/next.html</a>				<a href="http://www.toyo.ac.jp/site/english-ep/english.html">http://www.toyo.ac.jp/site/english-ep/english.html</a>
<b>Grading criteria /Awarding of Credits</b>					
Criteria for performance appraisal	Pass/Fail	Grade	Range of grade points	Criteria	
	Pass	S	100 - 90	Sufficiently reached the attainment target with outstanding results.	
		A	89 - 80	Sufficiently reached the attainment target.	
		B	79 - 70	Reached the attainment target.	
		C	69 - 60	Barely reached the attainment target.	
	Fail	D	59 - 40	Some evaluation items have not reached attainment target.	
		E	39 or lower	All or most of the evaluation items have not reached attainment target.	
*		Not sufficient for appraisal	Appraisal requirements such as attendance, examination, and report submission are not sufficient for appraisal.		
Grades are evaluated for courses for which you are registered.					

	If you do not meet the appraisal requirements, your performance record for the class will be stamped with “Not sufficient for appraisal.”
Awarding of Credits	Credits can only be awarded for courses which students received “Pass” results.
Academic transcript	Your academic transcript at Toyo University will be forwarded to your home institute after you complete the exchange program. (About one and a half months after completion.)

### Campuses

Campus where exchange program is offered.	Campus	Faculty	Location	URL
○	Hakusan	Letters, Economics, Business Administration, Law, Sociology, Regional Development Studies, Global and Regional Studies, and International Tourism Management	5-28-20 Hakusan, Bunkyo-ku, Tokyo	<a href="http://www.toyo.ac.jp/site/access/campus-hakusan.html">http://www.toyo.ac.jp/site/access/campus-hakusan.html</a>
×	Akabane-dai	Information Networking for Innovation and Design	1-7-11 Akabane-dai, Kita-ku, Tokyo	
X	Asaka	Human Life Design	48-1 Oka, Asaka City, Saitama	<a href="http://www.toyo.ac.jp/site/access/campus-asaka.html">http://www.toyo.ac.jp/site/access/campus-asaka.html</a>
X	Kawagoe	Science and Engineering/ Information Sciences and Arts	2100 Kujirai, Kawagoe City, Saitama	<a href="http://www.toyo.ac.jp/site/access/campus-kawagoe.html">http://www.toyo.ac.jp/site/access/campus-kawagoe.html</a>
X	Itakura	Life Sciences/ Food and Nutritional Sciences	1-1-1 Izumino, Itakura-machi, Ora-gun, Gunma	<a href="http://www.toyo.ac.jp/site/access/campus-itakura.html">http://www.toyo.ac.jp/site/access/campus-itakura.html</a>
○	General Sports Center	Sports courses	92-1 Shimizu-cho, Itabashi-ku, Tokyo	<a href="http://www.toyo.ac.jp/site/access/campus-sc.html">http://www.toyo.ac.jp/site/access/campus-sc.html</a>

### Housing

Introduction	Students can choose from 3 housing options: Toyo International House, Kitazono Women’s Student Dormitory, and general rental properties. Please check the guide below and indicate your preference when you receive the application for housing. Rooms will be allotted on a first come, first served basis. If your preferred facility reaches capacity by the time you submit your application, you may be placed in another facility.
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	*You are also allowed to live on your own or with relatives in Japan.		
	Toyo International House	Kitazono Women's Student Dormitory	General rental properties
Arrangement	Toyo University assigns the room and roommate (in the case of double rooms).	Kitazono Women's Student Dormitory assigns the student to a room.	Student contacts real estate agent(s) directly and takes care of all arrangements. All arrangements are made independently of Toyo University.
Address	3-2-4 Sendagi, Bunkyo-ku, Tokyo 113-0022 (a15-minute walk to Hakusan Campus)	2-6-1 Kaga, Itabashi-ku, Tokyo 173-0003 (About a 30-minute walk and metro ride to Hakusan Campus)	It depends on the apartment.
Period of Stay (Tentative)	September 9, 2019 – January 28, 2020 ( 1 semester) September 9, 2019 –early August, 2020 ( 1 year)	September 9, 2019 – January 28, 2020 ( 1 semester) September 9, 2019 –early August, 2020 ( 1 year)	It depends on the apartment.
Rent and room type	①Single-occupancy bedroom: 350.000 JPY (1 semester), 770.000JPY (1 academic year) ②Double-occupancy bedroom: 200.000JPY (1 semester), 440.000JPY (1 academic year) A standard I-house unit consists of one double-occupancy bedroom and one single-occupancy bedroom. Three residents share a common space which includes a living room, kitchen, bathroom and toilet. Single occupant studio-style units are also available. *It may not be possible to accommodate requests for room preference. Utilities and internet are included in the housing	Single room: 350.000 JPY (1 semester), 770.000JPY (1 academic year)  *It may not be possible to accommodate requests for room preference. Utilities and internet are included in the housing fee; however, if you make excessive use of utilities, you may have to pay a separate overuse fee.	It depends on the apartment, and there are various options available. In general, it is a single room from about 70,000 JPY/month In many cases, a non-refundable “key money” payment is required at the time of moving in

	fee; however, if you make excessive use of utilities, you may have to pay a separate overuse fee.		
Payment method	Rent payment (full amount for semester stay; half amount for full year stay) should be made by credit card by the designated date (before arrival, mid-July). The second payment is in December. Once paid there is no refund.	Rent payment (full amount for semester stay; half amount for full year stay) should be made by bank transfer by the designated date (before arrival, mid-July). The second payment is in December. Once paid there is no refund.	Payment should be made by bank transfer every month.
Facility/equipment	<ul style="list-style-type: none"> <li>○Bath ○Toilet</li> <li>○Washstand ○Hot-water supply equipment</li> <li>○Refrigerator ○Kitchen</li> <li>○Oven ○Air-conditioner</li> <li>○Washing machine</li> <li>○Dryer ○TV ○Bed</li> <li>○Bedding ○Desk</li> <li>○Chairs ○Curtains ○Closet</li> <li>○Table (except for studio-style units) ○WIFI</li> </ul>	<ul style="list-style-type: none"> <li>○Bathroom/toilet</li> <li>○Washstand ○Hot-water supply equipment</li> <li>○Refrigerator ○Kitchen</li> <li>○Air-conditioner ○Bed</li> <li>○Bedding ○Desk</li> <li>○Chairs ○Curtains</li> <li>○Closet ○Internet connection</li> </ul>	It depends on the apartment; however, in most cases, apartments are not furnished or equipped.
Common facilities	<ul style="list-style-type: none"> <li>○Lobby ○Multipurpose room</li> </ul>	<ul style="list-style-type: none"> <li>○Lobby ○Cafeteria</li> <li>○Laundry room ○Sun room</li> <li>○Tennis court ○Japanese style room ○Study room</li> <li>○Piano room</li> </ul>	It depends on the apartment.
Managers	There are two resident managers who oversee the management and operation of the building.	There is a team of resident managers who oversee the management and operation of the building.	It depends on the apartment.
Resident Assistant (RA)	Japanese resident assistants provide support to exchange students and organize a social event once a month.	Japanese resident assistants provide support to exchange students.	It depends on the apartment.
Transportation expenses	15-minute walk from campus.	Approximately 5,000 JPY/month.	It depends on the location of the apartment.
Website	<a href="http://www.toyo.ac.jp/site/english-ep/housing.html">http://www.toyo.ac.jp/site/english-ep/housing.html</a>	<a href="http://www.toyo.ac.jp/site/english-ep/housing.html">http://www.toyo.ac.jp/site/english-ep/housing.html</a> <a href="https://www.kitazono-j.co">https://www.kitazono-j.co</a>	(参考) Uninest Hakusan <a href="https://unineststudents.jp/">https://unineststudents.jp/</a>

		<a href="http://www.kitazono.jp/">jp/kitazono/</a>	<a href="http://www.sakura-house.com/en/en/locations/tokyo/hakusan-house/">en/locations/tokyo/hakusan-house/</a> Nasic <small>がくせいじょうほう</small> 学生情報 センター <a href="http://749.jp/">http://749.jp/</a> SAKURA HOUSE: <a href="http://www.sakura-house.com/en">http://www.sakura-house.com/en</a>
Remarks	<p>Only students who sign the agreement on rules of use can move in. You are required to submit the signed agreement after receiving the acceptance letter from Toyo.</p> <ul style="list-style-type: none"> <li>·With the exception of Toyo students who have been approved by the I-House manager, visitors, including family members, are not allowed to enter the room.</li> <li>·Please check the occupancy guide for more details.</li> </ul>	<p>Only students who sign the agreement on rules of use can move in.</p> <p>The curfew is 11:00 pm, and the gate opens at 6:30 am.</p> <p>During the New Year holiday (December 30 to January 4) the reception area and cafeteria will be closed.</p> <ul style="list-style-type: none"> <li>·Please check the occupancy guide for more details.</li> </ul>	<ul style="list-style-type: none"> <li>· It will be necessary to find a place to stay for a short time as you will probably want to inspect your housing options after your arrival.</li> <li>Ex. Hotel Livemax Korakuen</li> <li>Approx. 7.000JPY~/night <a href="http://www.japanican.com/en/hotel/detail/4019A38">http://www.japanican.com/en/hotel/detail/4019A38</a></li> <li>· A Japanese guarantor is necessary when you have a contract, but Toyo University will not serve as a guarantor.</li> <li>· Students who reside outside of Bunkyo ward may need to register as a resident and join National Health Insurance at the appropriate ward office by themselves.</li> </ul>

Life in Japan	
Meals	<p>Campus cafeteria: Meals are available for between 400 JPY and 500 JPY. The cafeteria is open 10:00 am to 8:00 pm, Monday through Saturday except during the university's long vacation periods and holidays.</p> <p>There are many supermarkets, convenience stores, and restaurants around Hakusan Campus, the International House, and Kitazono Women's Student Dormitory.</p> <p><b>【ISEP Student】</b></p> <p>A meal allowance is provided after they arrive in Japan. The amount of the allowance is 225,000 JPY per semester. (The allowance is paid to their Japanese bank account one month after their arrival.)</p>
Insurance	Exchange students are required by Japanese law to enroll in Japanese National Health

	Insurance (NHI). The insurance fee is approximately 1,500 JPY per month. With Japanese National Health Insurance, students only have to pay 30% of the medical costs when they go to see doctors. More details about the insurance are provided during orientation sessions to be held upon your arrival. You will apply for NHI during orientation. In addition, we strongly recommend you to make arrangements for voluntary travel insurance in your home country that covers emergencies.
Student ID card	Toyo University issues exchange students a student ID card, which is used to access to Toyo University's libraries and PC rooms. This card also allows students to obtain discounts for travel fares, museum entrance fees, theater fees, etc.
Bank account	Exchange students are expected to open a bank account with a Japanese bank after they arrive in Japan. It takes about 10 days to open a bank account. Remittances from overseas to Japan usually take approximately one week to 10 days.
Part-time work	As an international exchange student, it is possible to get a part-time job and work up to 28 hours per week. To do so, you must acquire Permission to Engage in Activity Other than that Permitted under the Status of Residence Previously Granted. You may get this Permission at the airport upon arrival or by going to the Regional Immigration Bureau.

### Living Expenses

Living expenses ( <u>Excluding housing</u> )	<p>【For one month】approximately 50,000 JPY per month ~ for:</p> <p>Meals (40,000 JPY~)</p> <p>National Health Insurance fees (1,500 JPY~)</p> <p>SIM card or phone bill (3,000JPY~)</p> <p>Others (5,000JPY~)</p> <p>【For semester】</p> <p>Textbooks and reference books (20,000 JPY~)</p> <p>Since Japan is still primarily a cash-based society, there are many cases where credit cards are not accepted. <u>Exchange students are recommended to have at least 150,000 to 200,000 JPY in cash for their first two months.</u></p>
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### Visa Procedure

<p>Exchange students are required to obtain a Certificate of Eligibility and a visa for entering Japan.</p> <ul style="list-style-type: none"> <li>• [Certificate of Eligibility] After you submit your completed application for Certificate of Eligibility (COE) to Toyo University's administrative scriveners, they will apply for your COE to the relevant immigration bureau. We then forward the COE to your home institute.</li> <li>• [Visa] A visa should be obtained in a Japanese diplomatic office in your home country.</li> </ul>	
Certificate of Eligibility	<p>You need to present your COE when you apply for a visa at a Japanese diplomatic office in your country. The COE also has to be submitted to the immigration officer when you receive landing screening at the port of entry. The certificate becomes invalid unless you apply for landing (entry into Japan) within three months of its issuance.</p> <p>* The Certificate of Eligibility verifies, at the time of landing screening, that the activity in which a foreigner wishes to engage in Japan is not false and that the activity matches landing qualifications such as being an</p>

	activity stipulated by a relevant status of residence under the immigration law (except the status of residence for short-time [three months] visitors). This document is issued by a regional immigration bureau under the jurisdiction of the Ministry of Justice to foreign nationals in advance of their arrival in Japan.
Financial Supporting Documents	In order to obtain the COE, you are required to submit proof (in the form of bank statements, certificates of scholarships, etc.) that you can support yourself financially with the equivalent of 120000 JPY per month for your study period.
Visa	<p>A visa is issued at a Japanese diplomatic office in your country. It is usually issued within five days of application. You are expected to enter Japan within three months of the issuance of the visa. The visa you will obtain is valid either for one year or 6 months, allowing you to enter Japan multiple times during your stay.</p> <p>* A visa signifies the judgment that a foreigner wishing to enter Japan has been deemed suitable to enter and stay in Japan. Please be aware that a visa does not guarantee the permission of entry (stay), but is deemed as one of the requirements for landing application at the port of entry (airport/seaport). As in many countries, Japan has a system in which a foreigner wishing to enter Japan is required to have permission from immigration offices, i.e. the said Certificate of Eligibility, in addition to a visa.</p>
<p>Visa application procedure</p> <p>[Necessary items for visa application procedure]</p> <ul style="list-style-type: none"> <li>• Visa application form (available at a Japanese diplomatic office in your home country)</li> <li>• Valid passport</li> <li>• Two photos (size: 45 x 45 mm, taken within six months of the date of visa application.)</li> <li>• Certificate of Eligibility</li> <li>• Letter of Acceptance issued by Toyo University (photocopy)</li> </ul> <p>Information regarding visa/residing in Japan Please check the latest information.  <a href="http://www.mofa.go.jp/mofaj/toko/visa/">http://www.mofa.go.jp/mofaj/toko/visa/</a></p>	

### Designated Date of Your Arrival in Japan

Exchange students are informed of the designated date of arrival in Japan when they receive their welcome package. It is not permissible to use the International House or Kitazono Women's Student Dormitory before the designated date or to be absent from any orientation session due to late arrival in Japan. Please come to Japan by the designated dates even if you do not plan to reside in the International House or Kitazono Women's Student Dormitory..

[Reference-Last year] Spring Semester: March 27-28, Fall Semester: Sep. 10-11.

### Orientation

All important information on living and studying in Japan will be provided in detail during orientation. The orientation will cover student registration, issuance of an academic transcript, procedures to be taken at the immigration office and ward office, National Health Insurance, how to open a bank account in Japan, housing, and student life on and off campus. Exchange students are required to attend the orientation.

#### Point of contact

International Affairs Section, Toyo University: 5-28-20 Hakusan, Bunkyo-ku, Tokyo 112-8606 E-mail:mlies@toyo.jp